DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY

Information Technology Analyst 1
ADMINISTRATION - Information Technology (Electronic Message Reporting)

POSTING DATE: January 17, 2014   **CLOSING DATE:** January 27, 2014

<u>**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**</u>

OPEN TO: Candidates who are on a current certification list

POSITION CONTROL NUMBER: 106679YW   NOTE: THIS NUMBER <u>MUST</u> BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/35 hours/week

SALARY GROUP/RANGE: EU 23/$55,544* - $71,114 (*NEW State Employees)

<u>**NOTE:**</u> CANDIDATES MUST HAVE APPLIED FOR AND PASSED THE **INFORMATION TECHNOLOGY ANALYST 1** EXAM AND BE ON THE CURRENT CERTIFICATION LIST PROMULGATED BY THE DEPARTMENT OF ADMINISTRATIVE SERVICES. STATE EMPLOYEES CURRENTLY HOLDING THE ABOVE TITLE OR THOSE WHO HAVE PREVIOUSLY ATTAINED STATUS IN THE CLASS MAY APPLY FOR LATERAL TRANSFER. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

<u>**Preferred Skills:**</u>
1) Basic knowledge of industry standard EDI and messaging formats such as HL7
2) Strong knowledge of network protocols (Transmission Control Protocol (TCP) TCP/IP, HTTP, JDBC/SQL).
3) Knowledge of principles of information systems and programming languages
4) Knowledge of methods and procedures for detailed analysis to test and debug computer programs
5) Strong technical problem solving, logic and analytical skills;
6) Good oral and written communication and interpersonal skills;
7) Strong planning and coordination skills working with program area and external customers
8) Ability to prepare manuals, reports, documentation and other written materials
9) Experience with system implementation lifecycles, especially in public health or healthcare systems, a plus.
10) Must have the ability to work in a team environment

<u>**MINIMUM QUALIFICATIONS REQUIRED**</u>
<u>**Knowledge, Skill and Ability:**</u> Considerable knowledge of data control functions; considerable knowledge of IT equipment and diagnostic tools; knowledge of principles and techniques of computer programming; knowledge of programming languages; knowledge of principles of information systems; knowledge of principles and concepts of network environments; knowledge of computer operating systems; knowledge of fundamental principles and theories of business and planning functions; knowledge of principles and techniques of systems analysis, design and development; knowledge of capabilities of computer equipment and technology; considerable technical problem solving skills; considerable logic and analytical skills; interpersonal skills; oral and written communication skills; considerable ability to install and maintain microcomputer hardware, software and network components; ability to prepare and maintain records, logs, reports, documentation, and manuals; ability to write, test and debug computer programs; ability to use programming development tools; ability to identify, analyze and resolve simple business and technical problems.
<u>**EXPERIENCE AND TRAINING**</u>
<u>**GENERAL EXPERIENCE:**</u> Five (5) years of experience in information technology (IT) operations support, programming or another IT related support area.
<u>**SPECIAL REQUIREMENT:**</u> Two (2) years of the General Experience must have been performing basic technical support work in one of the following areas:
1. Help desk functions.
2. Installing and maintaining basic computer hardware and software.
3. Basic technical work in data communications, microcomputer support, production control or programming.

<u>**NOTE:**</u> For State Employees basic technical support work is interpreted at the level of Information Technology Technician.

<u>**Substitutions Allowed:**</u> 1.) College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree. 2.) A Master's degree in management information systems, computer science or electrical engineering may be substituted for one (1) additional year of the General and Special Experience. 3.) For State Employees one (1) year as an Information Technology Analyst Trainee may be substituted for the General and Special Experience. 4.) For State Employees two (2) years as an Information Technology Technician may be substituted for the General and Special Experience.

<u>**PLEASE NOTE:**</u> This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST COMPLETE AND FORWARD THE APPROPRIATE "State of Connecticut Application Form for Examination and Employment" (Form CT-HR-12) (ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE), NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM, TO:
Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184(if faxing, only one application is necessary)
EMAIL:dph.recruitment@ct.gov
* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).
THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.